

HRMS Organizational Management

Update Position Name

Organizational Management (OM) Processor and Personnel Administration (PA) Processor use this procedure to update the position name, using transaction code PO13.

IMPORTANT-PLEASE READ!!

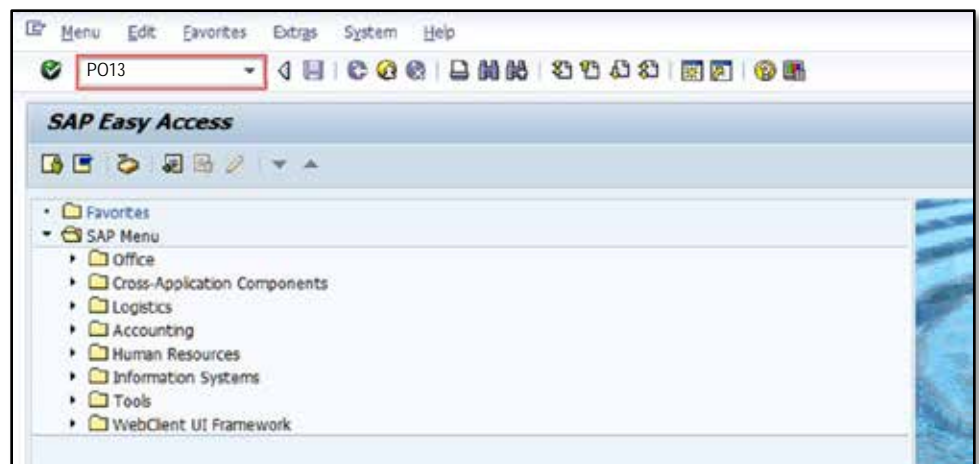
- This procedure may require a hand-off to another role (PA Processor) depending on the structure of your agency and your role at your agency.
- A name change to a position requires the PA Processor to create a new *Organizational Assignment* (0001) infotype.

IMPORTANT! If you are the *Organizational Management Processor*, begin here. If you are the *PA Processor*, skip to step 12.



1. Enter transaction code **"PO13"** in the Command field and press **Enter**,

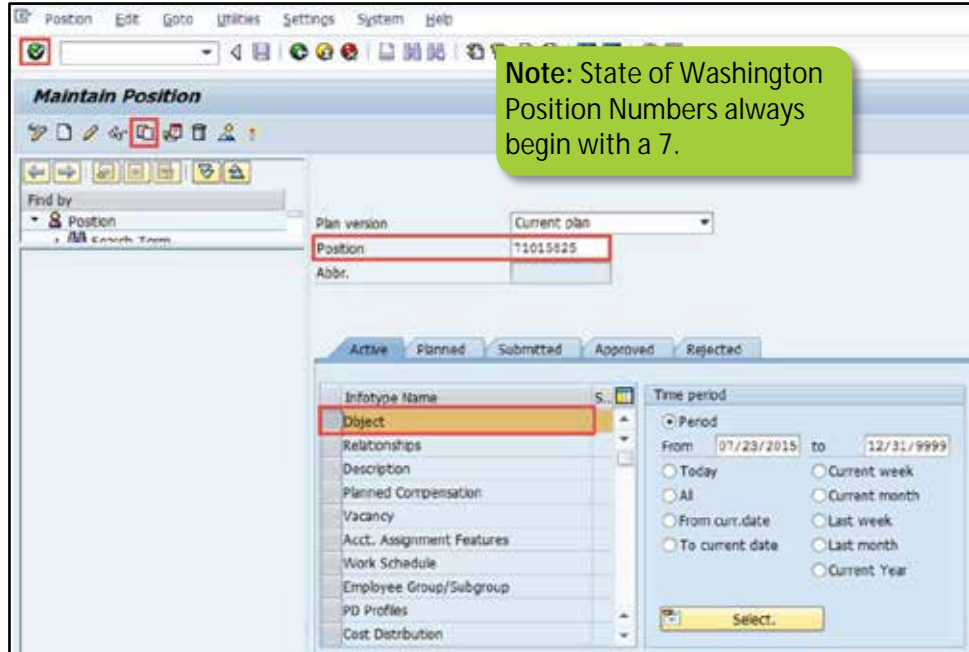
OR

Follow the menu tree:
Human Resources→
Organizational Management→
Expert Mode→
Position.





Update Position Name (cont.)

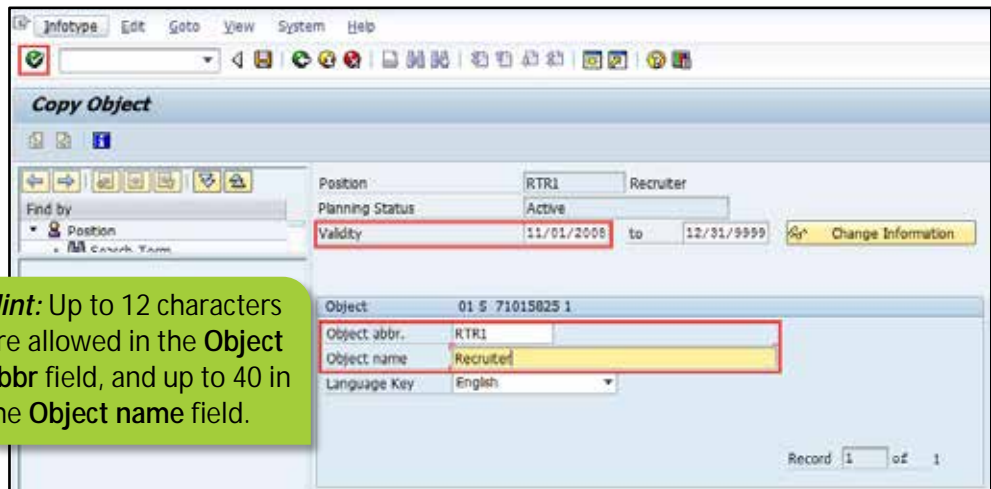
2. Enter the Position Number in the **Position** field.
3. Click  **Enter**.
4. Click on the box to the left of the infotype **Object**.
5. Click  **Copy**.



6. Enter the starting date in the **Validity** field. End date defaults to 12/31/9999.
7. Enter the abbreviation of the Organizational Unit name in the **Object abbr. field** (agency-specific).
8. Enter the name of the Organizational Unit in the **Object name** field (agency-specific).

Hint: Up to 12 characters are allowed in the **Object abbr** field, and up to 40 in the **Object name** field.

9. Click  **Enter**.
10. Click  **Save**.
11. Click **Yes** to save.



Important: If you do not select "Yes" on this screen, the record will be deleted and no record will be stored.

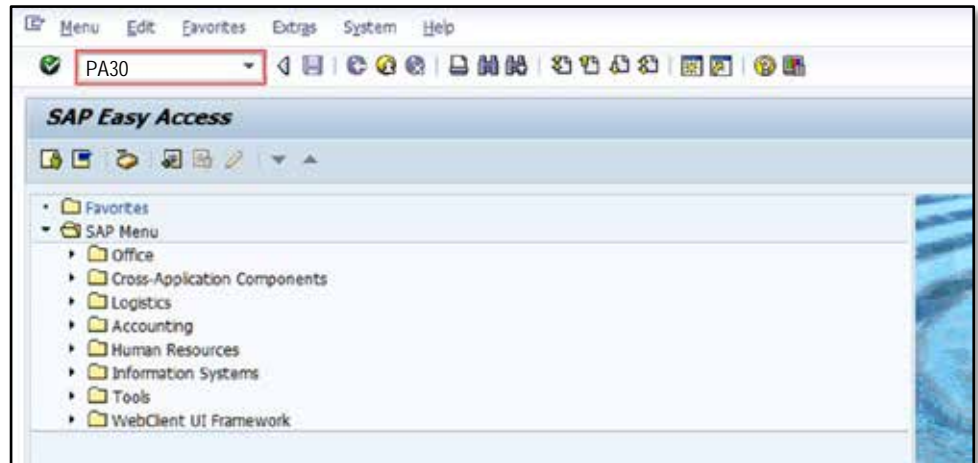
This marks the end of the transaction for the **Organizational Management (OM) Processor**. After saving, pass the Position Information to the **Personnel Administration (PA) Processor**, who will continue the transaction. If you are the **OM Processor** also performing the **PA Processor** role, continue the transaction.

Update Position Name (cont.)

IMPORTANT! The following steps are performed by the **PA Processor**.

12. Enter transaction code **"PA30"** in the Command field and press **Enter**,
OR

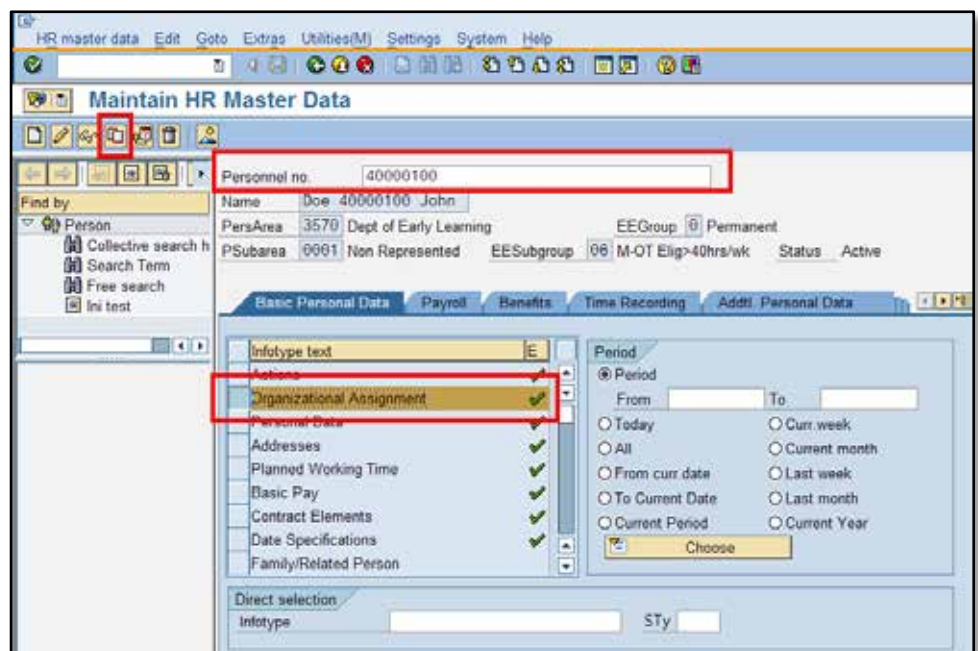
Follow the menu tree:
Human Resources→
Organizational Management→*Expert Mode*→*Position*.



13. Enter the employee's **Personnel no.**

14. Click the box to the left of the infotype, **Organizational Assignment**.

15. Click  **Copy**.



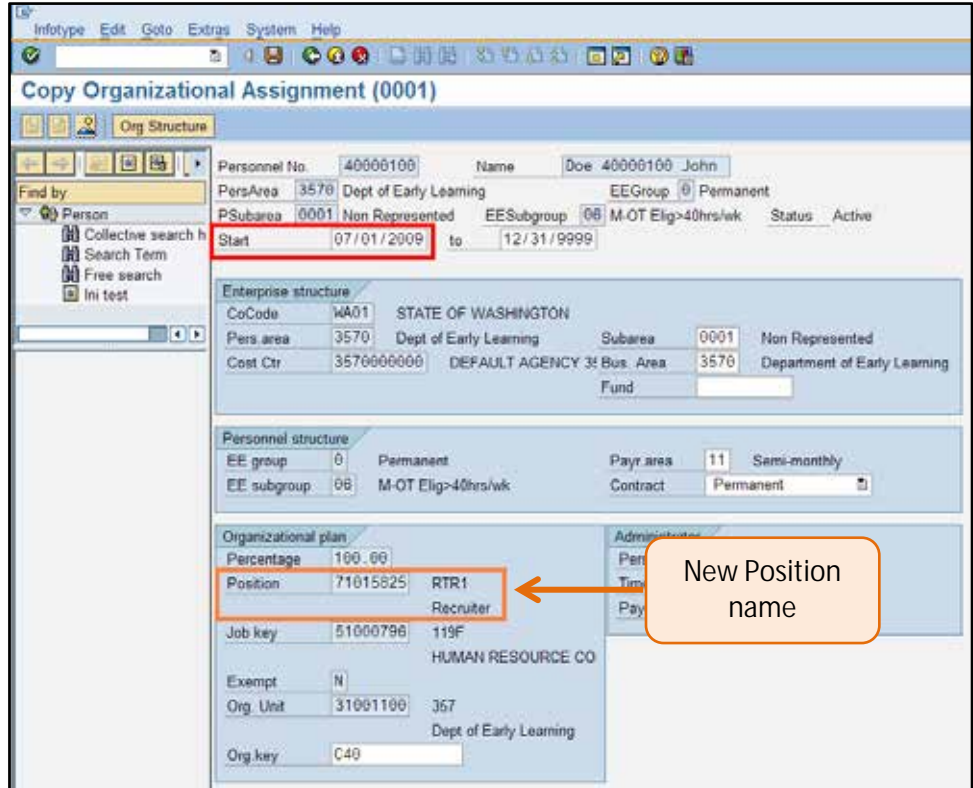
Update Position Name (cont.)

16. Enter the **Start** date of the record.

17. Click  **Enter**.

18. Click  **Save**.

This completes the transaction to Update a Position Name.



Copy Organizational Assignment (0001)

Org Structure

Find by:
☐ Person
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☐ Search Term
☐ Free search
☐ Ini test

Personnel No. 40000100 Name Doe 40000100 John
 PersArea 3570 Dept of Early Learning EEGroup 0 Permanent
 PSubarea 0001 Non Represented EESubgroup 06 M-OT Elig>40hrs/wk Status Active
 Start 07/01/2009 to 12/31/9999

Enterprise structure
 CoCode WA01 STATE OF WASHINGTON
 Pers area 3570 Dept of Early Learning Subarea 0001 Non Represented
 Cost Ctr 3570000000 DEFAULT AGENCY 34 Bus. Area 3570 Department of Early Learning
 Fund

Personnel structure
 EE group 0 Permanent Payr area 11 Semi-monthly
 EE subgroup 06 M-OT Elig>40hrs/wk Contract Permanent

Organizational plan
 Percentage 100.00
 Position 71015825 RTR1 Recruiter
 Job key 51000796 119F HUMAN RESOURCE CO
 Exempt N
 Org Unit 31001100 357 Dept of Early Learning
 Org key C40

New Position name